



## **CITY COUNCIL ACTION REPORT**

January 10, 2013

TO: Mayor and City Council Members

FROM: Brian Kischnick, City Manager  
M. Aileen Bittner, City Clerk

SUBJECT: Bid Waiver – Printing of Election and Voter Registration Materials

### **Background**

- Michigan Election Law mandates the City Clerk's Office to provide election and voter registration related materials to voters during election cycles and throughout the year.
- Materials include ballots, voter identification cards, absentee voter ballot envelopes and secrecy sleeves, absentee voter ballot applications, voter registration applications, and voter notice postcards.
- The State of Michigan requires adherence to printing standards that currently only one company is able to consistently provide the City of Troy with materials that meet standards and are customized with specific Troy information and processing requirements to accommodate the volume of forms required.
- The State of Michigan and Oakland County contract with Printing Systems, Inc. for ballot printing, and therefore require the City of Troy to also purchase from Printing Systems, Inc. for school district, countywide or larger elections. The City of Troy utilizes Printing Systems, Inc. via Oakland County during those elections to provide additional services such as ballot folding for these elections.

### **Financial Considerations**

- Printing Systems, Inc. consistently offers the lowest quote on all election and voter registration materials.

### **Legal Considerations**

- If formal bidding procedures are waived, no benefit would be derived from soliciting formal bids.

### **Policy Considerations**

- Elections and Voter Registration are statutorily required functions of the City Clerk's Office; no perceived policy consideration outcome statement.

### **Options**

- City Management and the City Clerk's Office are requesting a waiver of the formal bid process for the period of 3 years for printing of election and voter registration materials,

to include ballots, voter registration materials, and absentee voter ballot materials from Printing Systems, Inc., Taylor, MI, one of the only authorized election printing companies in Michigan. The estimated total expenditures per fiscal year are \$40,000.00, which includes 60,000 absentee voter ballot envelopes, 20,000 voter cards or mailers, 20,000 absentee voter ballot applications, and all ballots for local elections. Funds are budgeted this expenditure.

Resolution #2013-01-

Moved by

Seconded by

WHEREAS, Printing Systems, Inc. provides election related supplies and printed materials that comply with State of Michigan standards;

WHEREAS, Printing Systems, Inc. has provided the City of Troy with the required materials as a result of the lowest quote and regularly as the only vendor able to provide the materials requested in the quotes; and

WHEREAS, Printing Systems, Inc. holds the contract for ballot printing and supply kits with Oakland County and it is desirable to utilize Printing Systems, Inc. for ballot folding and specialized forms in conjunction with the County procurement;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **WAIVES** formal bidding procedures and **AUTHORIZES** the purchase of printing of election and voter registration materials from Printing Systems, Inc. at an estimated cost of \$40,000.00 per fiscal year, through December 31, 2015.

Yes:

No: